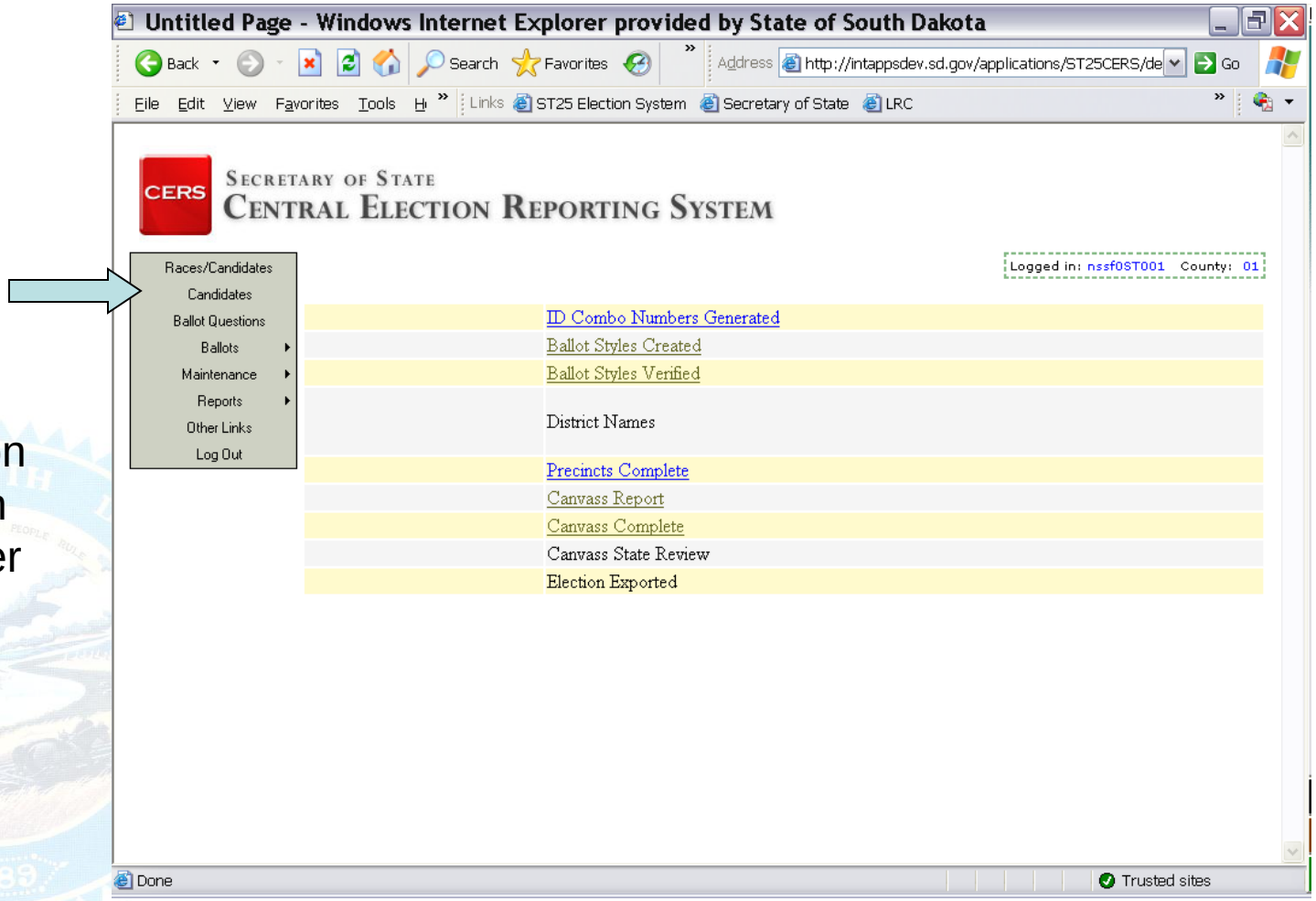
Entering Candidates in ST25

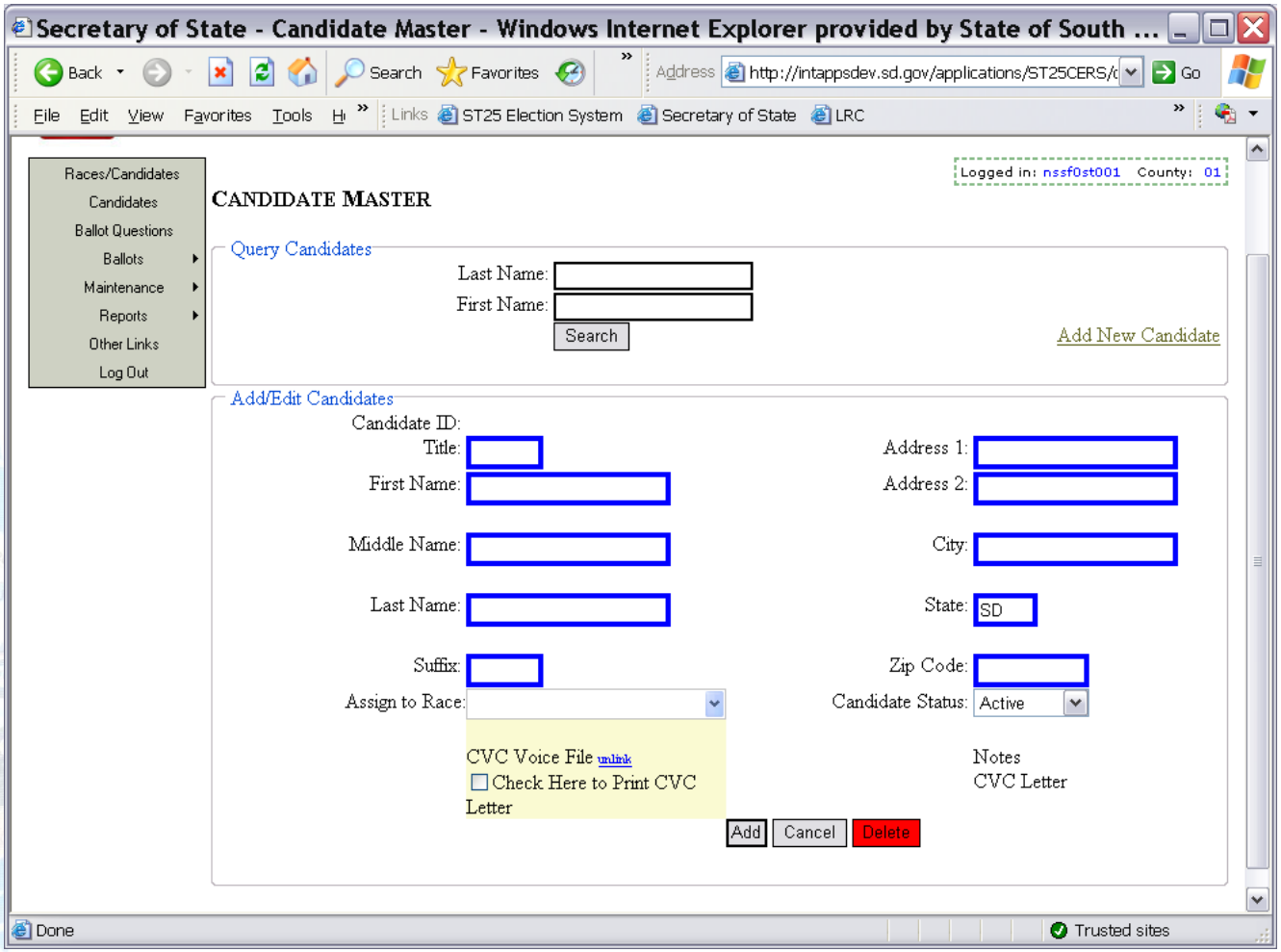
Entering Candidates in ST25

Login and click on Candidates, then Candidate Master



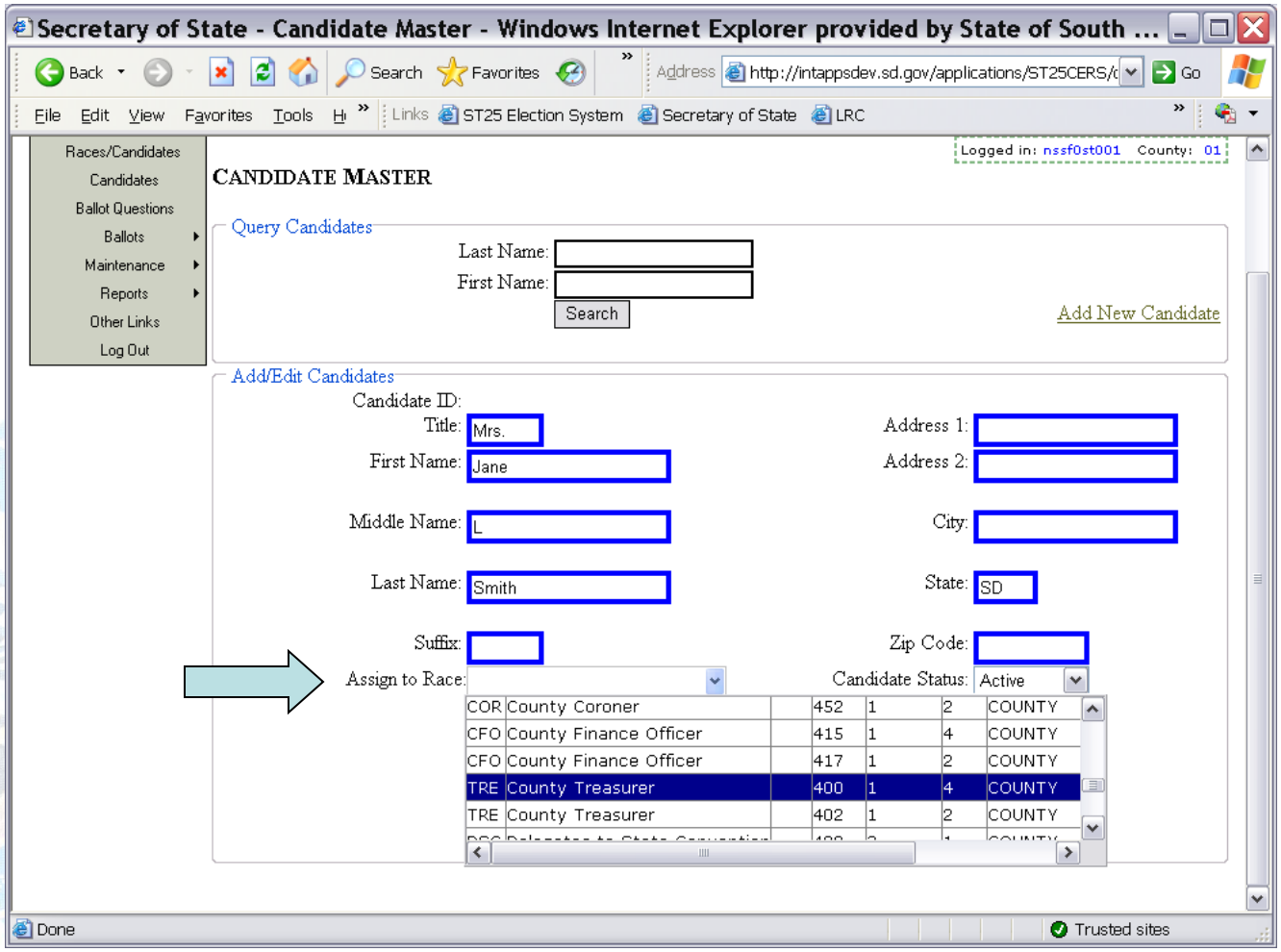
Entering Candidates in ST25

Search for existing candidate or enter new candidate



Entering Candidates in ST25

Assign the Candidate to a Race

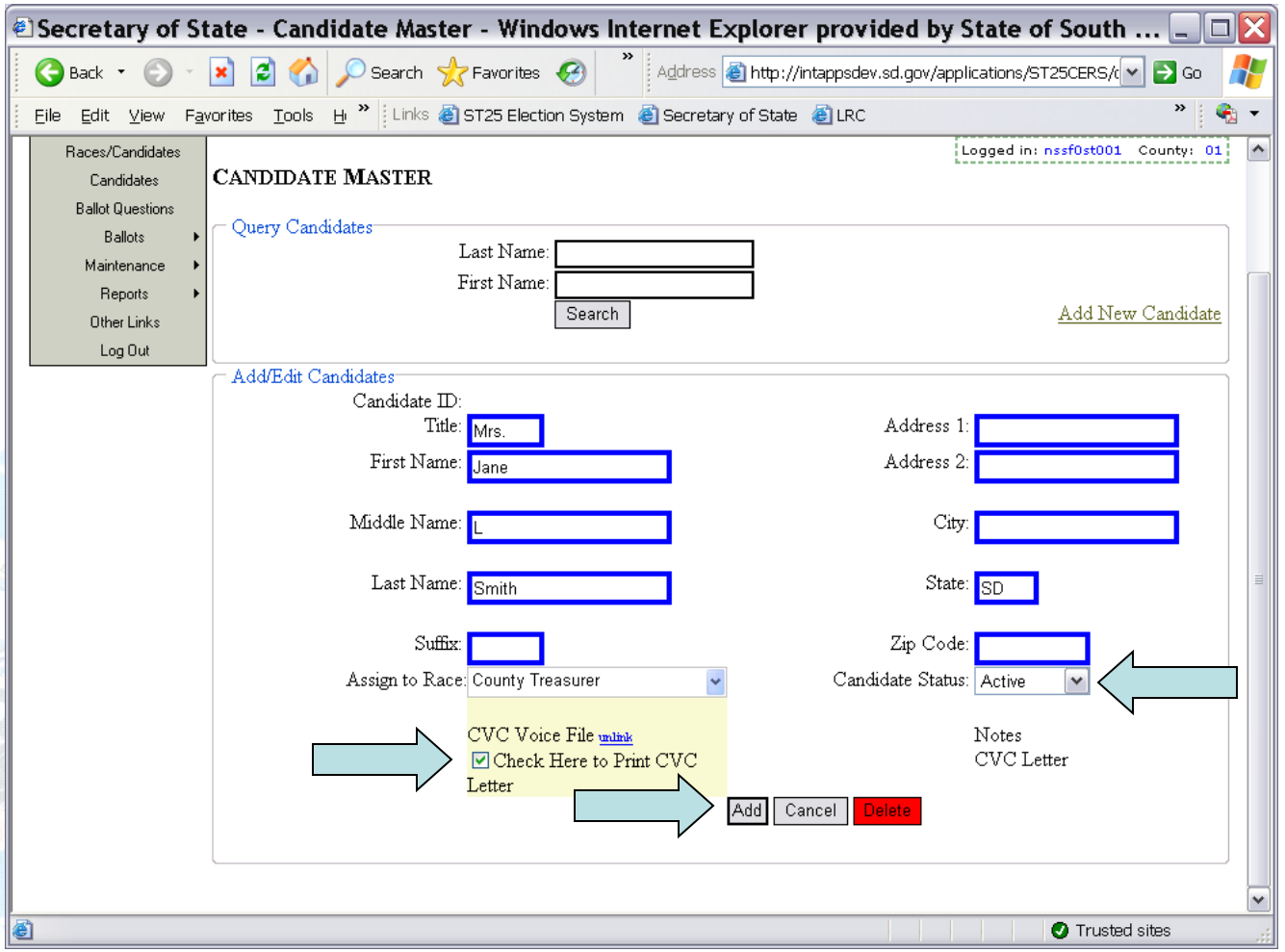


Entering Candidates in ST25

Check Here to Print CVC Letter

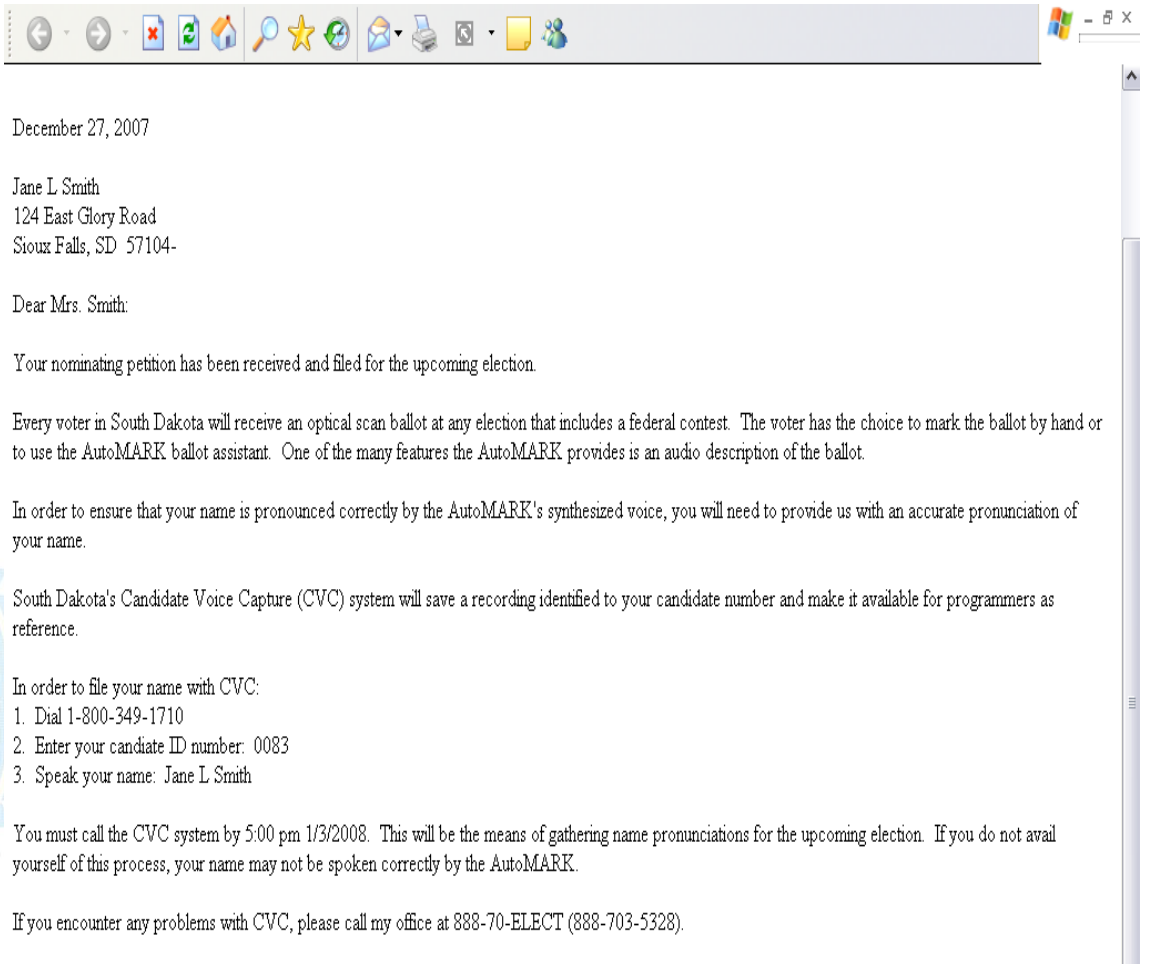
Confirm Candidate Status as "Active"

Once everything is entered click "Add"



Entering Candidates in ST25

Once clicking “Add” the CVC Letter will be generated and will open up for you to print and mail to that candidate.



December 27, 2007

Jane L Smith
124 East Glory Road
Sioux Falls, SD 57104-

Dear Mrs. Smith:

Your nominating petition has been received and filed for the upcoming election.

Every voter in South Dakota will receive an optical scan ballot at any election that includes a federal contest. The voter has the choice to mark the ballot by hand or to use the AutoMARK ballot assistant. One of the many features the AutoMARK provides is an audio description of the ballot.

In order to ensure that your name is pronounced correctly by the AutoMARK's synthesized voice, you will need to provide us with an accurate pronunciation of your name.

South Dakota's Candidate Voice Capture (CVC) system will save a recording identified to your candidate number and make it available for programmers as reference.

In order to file your name with CVC:
1. Dial 1-800-349-1710
2. Enter your candiate ID number: 0083
3. Speak your name: Jane L Smith

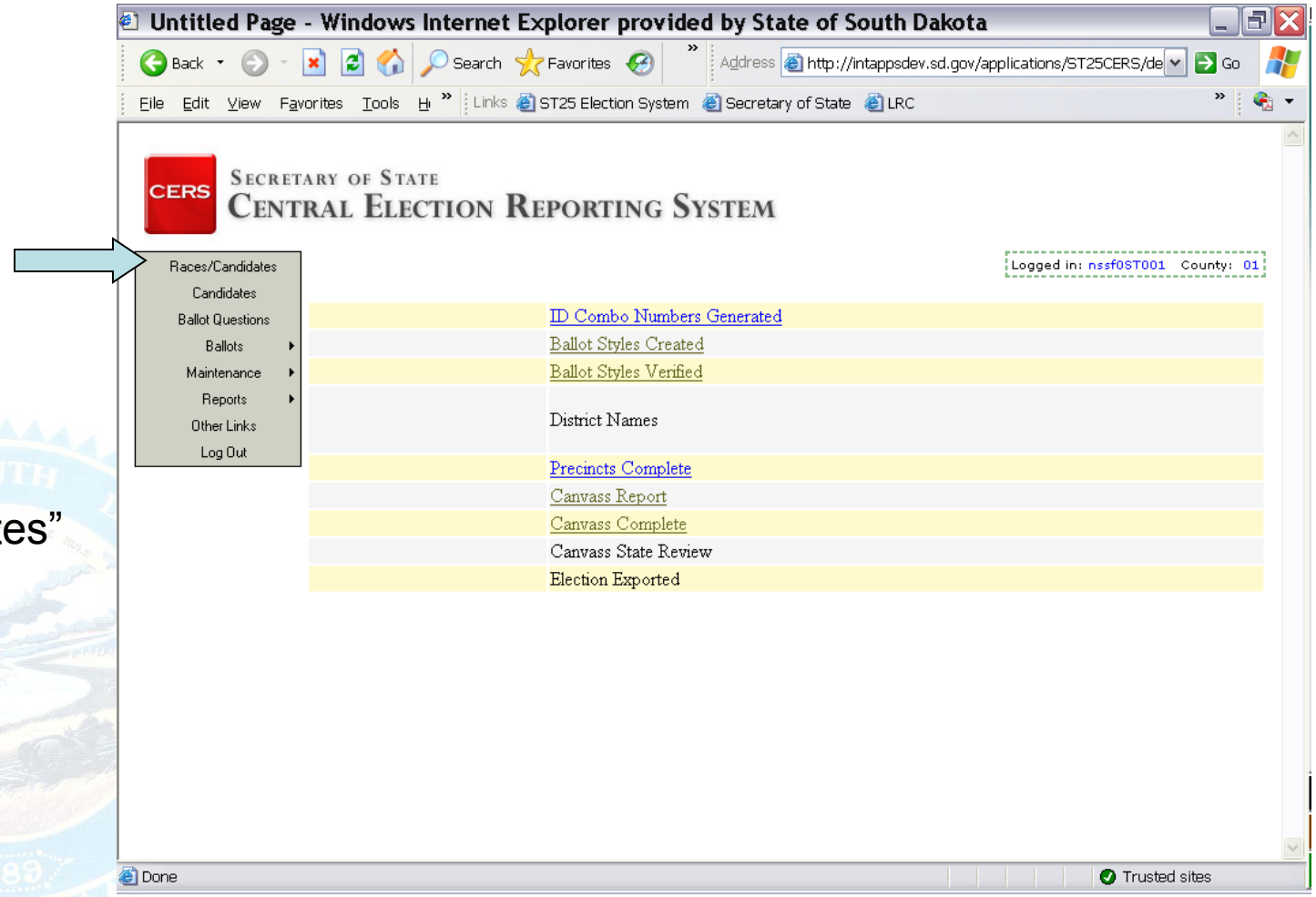
You must call the CVC system by 5:00 pm 1/3/2008. This will be the means of gathering name pronunciations for the upcoming election. If you do not avail yourself of this process, your name may not be spoken correctly by the AutoMARK.

If you encounter any problems with CVC, please call my office at 888-70-ELECT (888-703-5328).

Entering Candidates in ST25

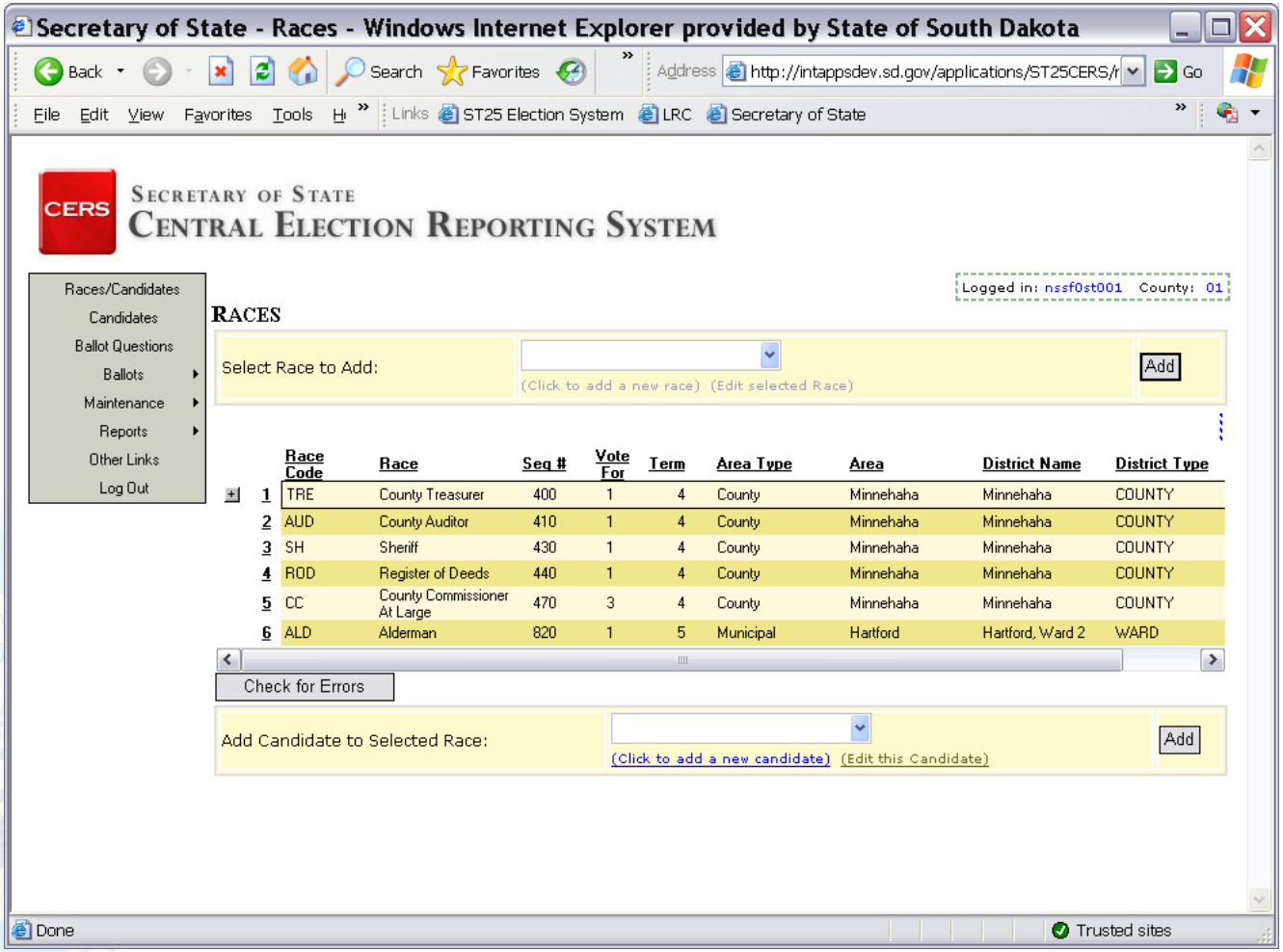
Click on

“Races / Candidates”



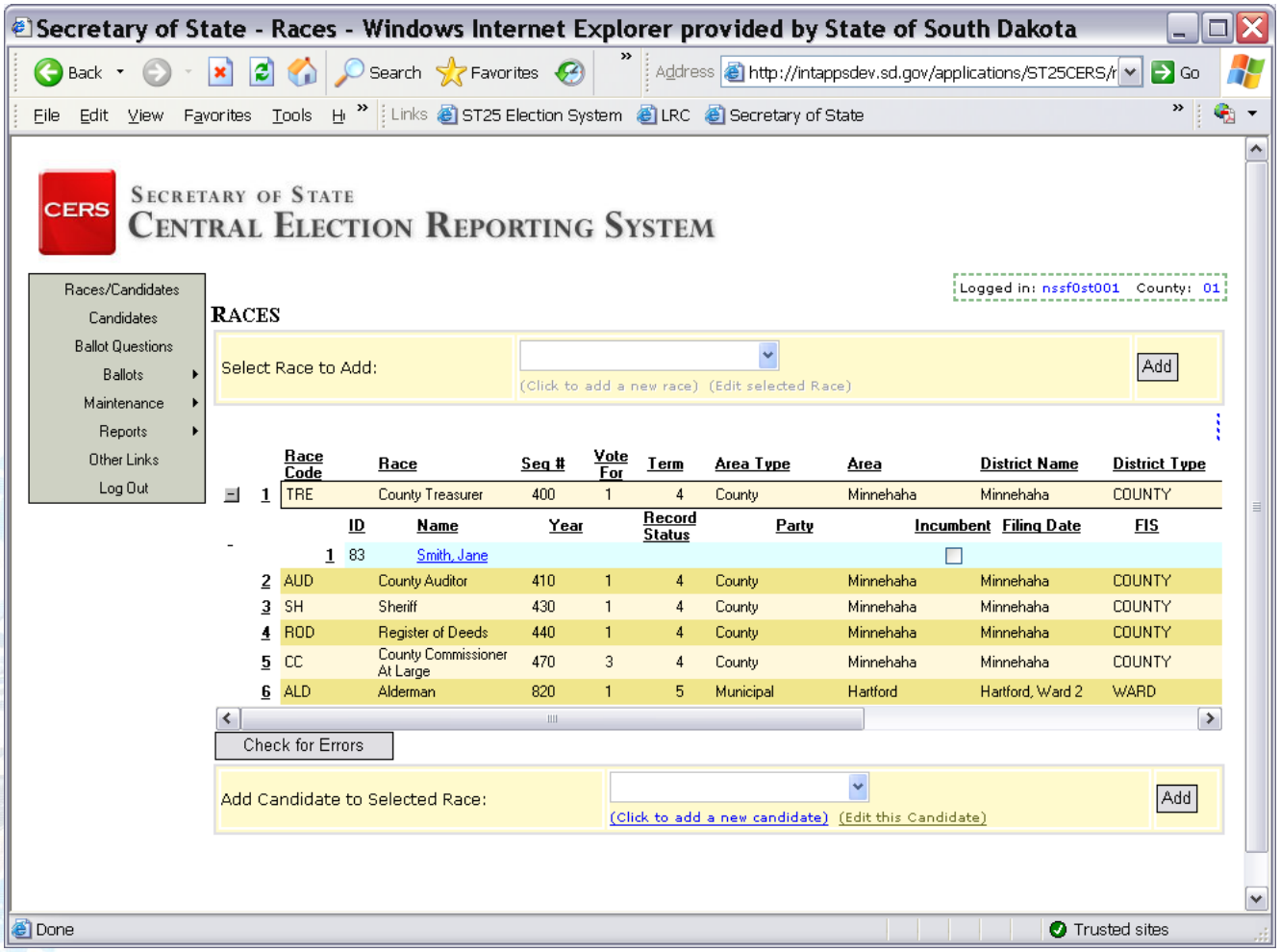
Entering Candidates in ST25

Click on the “+” next to the Race for which you have assigned a candidate



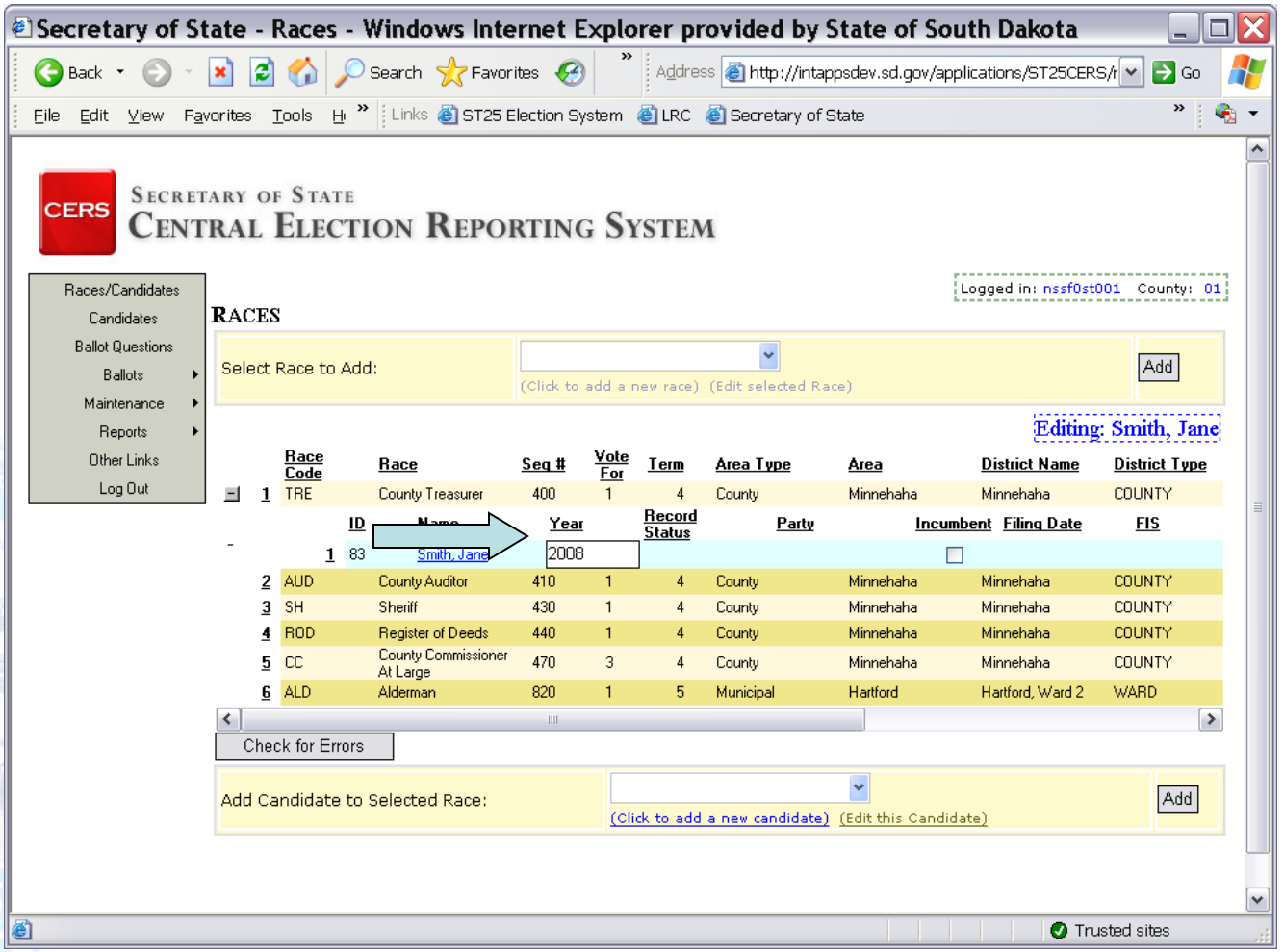
Entering Candidates in ST25

Several more fields appear behind the candidate that must be filled out



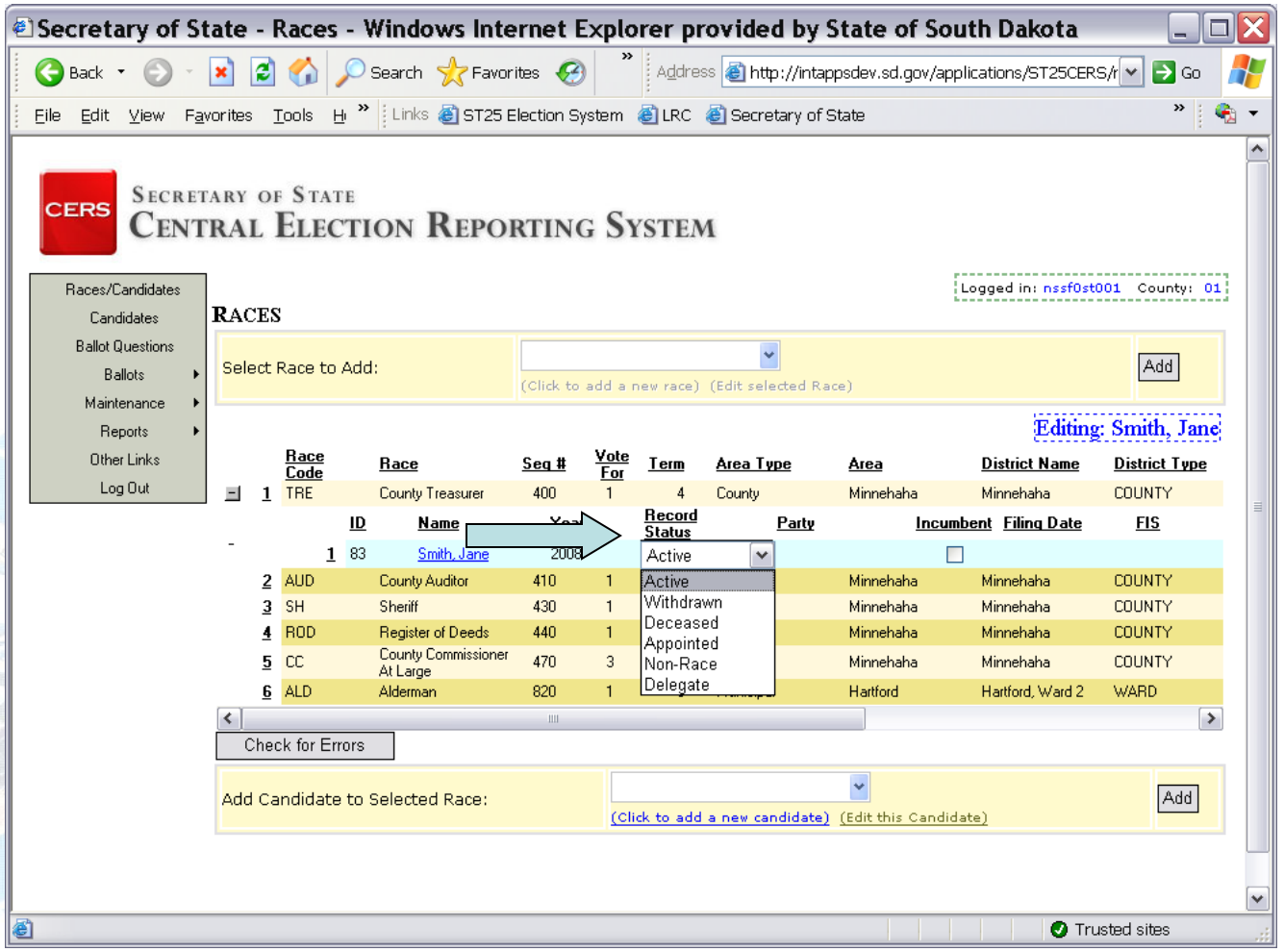
Entering Candidates in ST25

Year



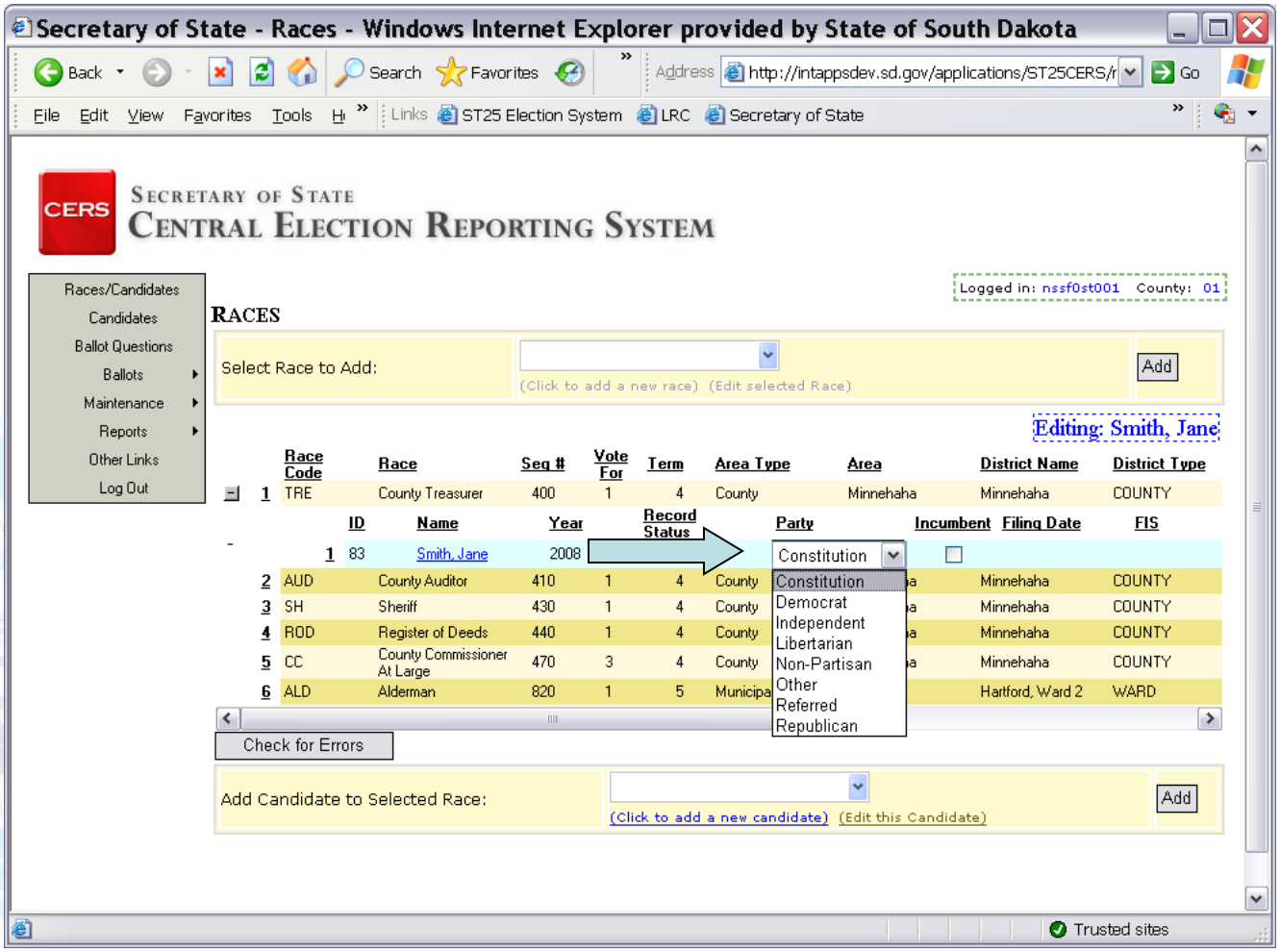
Entering Candidates in ST25

Recorded Status



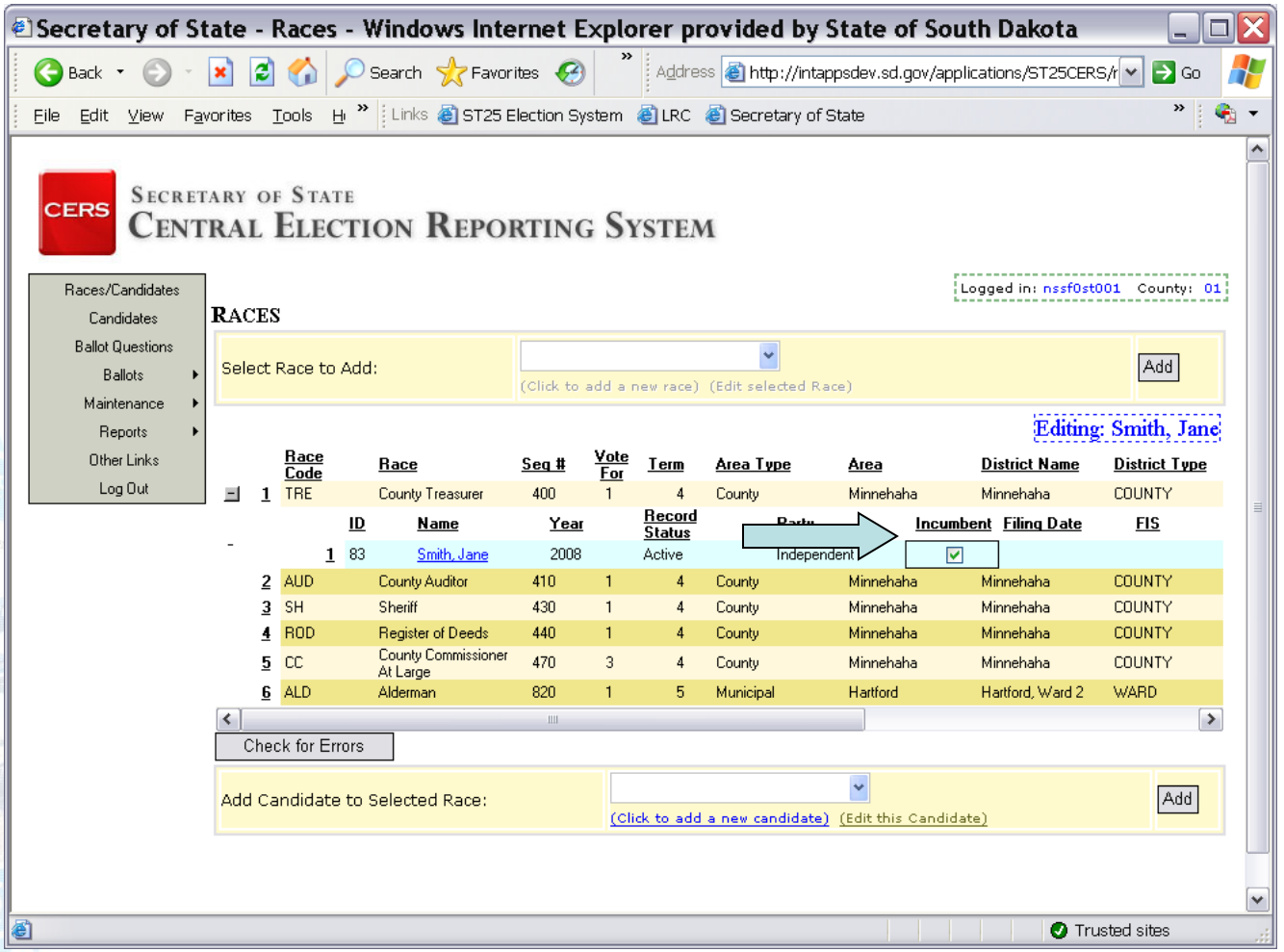
Entering Candidates in ST25

Party



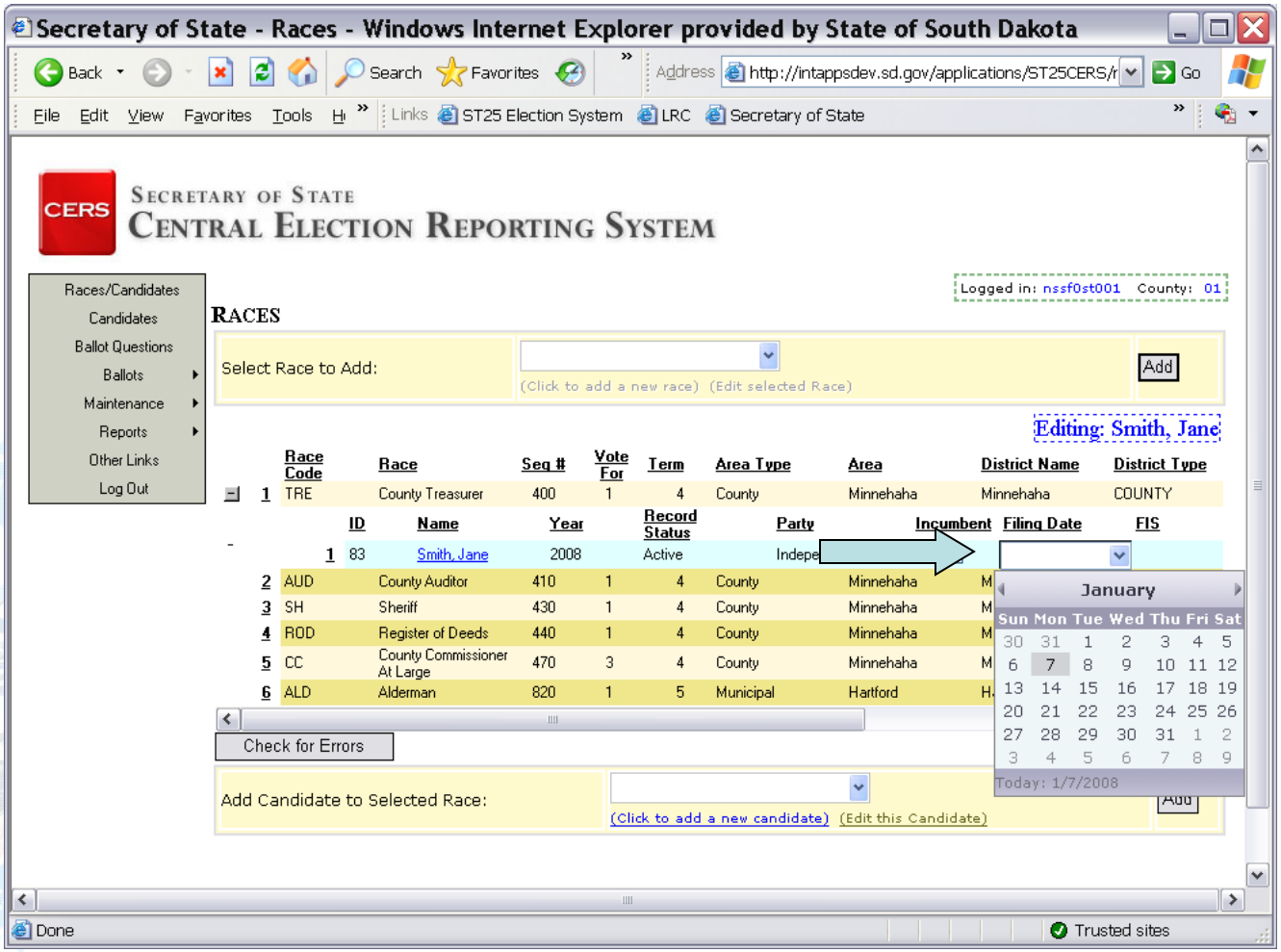
Entering Candidates in ST25

Incumbent box

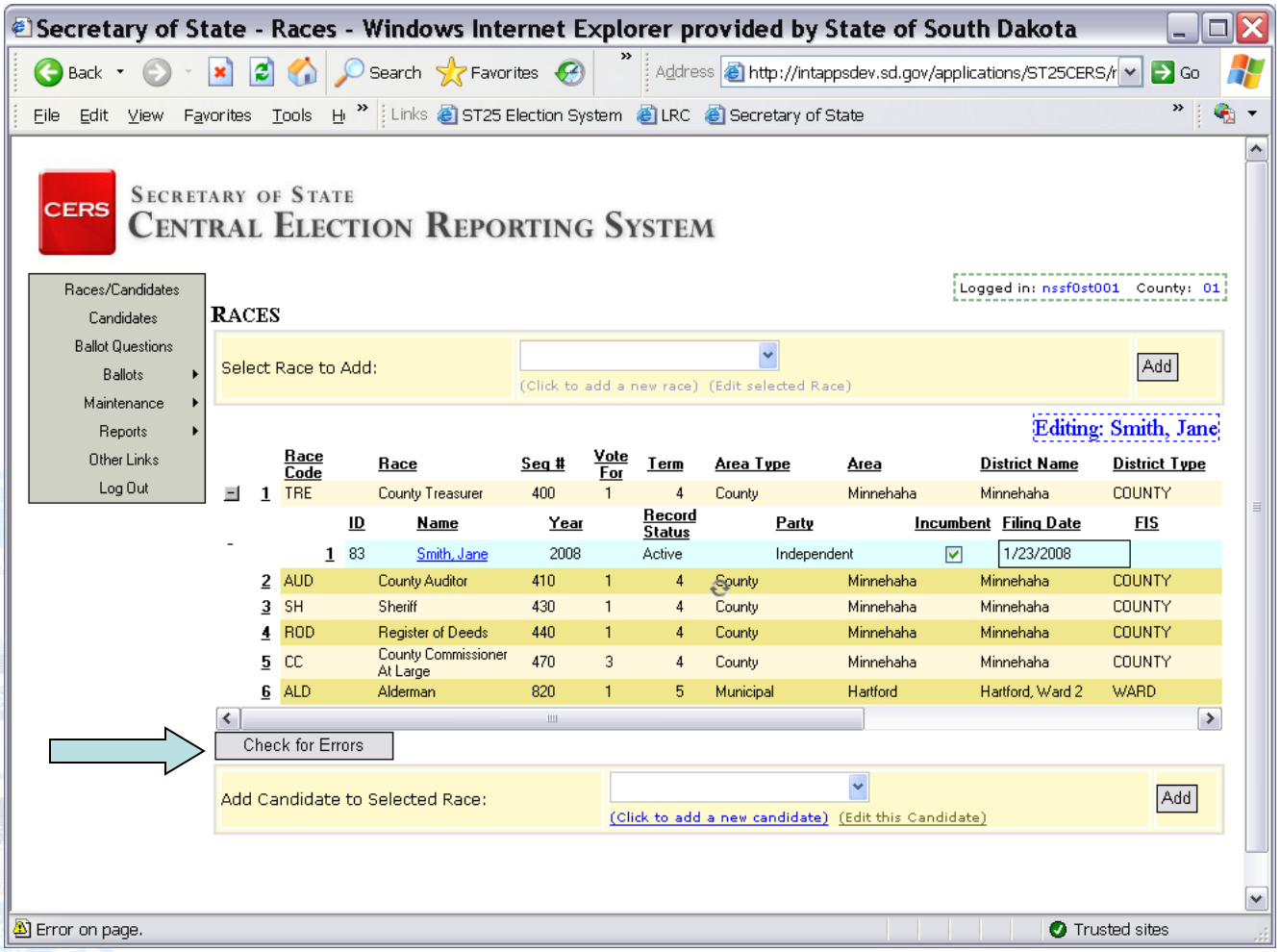


Entering Candidates in ST25

Filing Date



Entering Candidates in ST25

Click “Check for Errors” before moving onto your next candidate

A message near the top of the screen will state “candidate’s name” added successfully.